



HANDBOOK
ON
UNEMPLOYMENT
INSURANCE
•
1950

ISSUED BY
THE UNEMPLOYMENT INSURANCE COMMISSION
UNDER THE AUTHORITY OF
THE MINISTER OF LABOUR, CANADA.

FOREWORD

This booklet is written for the information of the three million persons in Canada insured under the Unemployment Insurance Act. It is designed to answer the most common questions which arise with regard to unemployment insurance.

This booklet is not the Unemployment Insurance Act. Information given here is just a brief summary of the main provisions of the Act put into everyday language for your convenience. It answers the questions most frequently asked about unemployment insurance. **For details about the Act and Regulations, you should refer to the local office of the Commission in your neighbourhood.** You are welcome to write or visit a local office when you need information about your insurability, the amount of your contributions or your rights to benefit.

This booklet is divided into five main parts—

1. What is unemployment insurance?

A brief description of the reason for the legislation.

2. Are you insurable?

The general classes of persons who are insured and of those who are not covered by the Act.

3. What do you pay?

An explanation of who contributes to the insurance fund, how contributions are recorded, and the purpose of the unemployment insurance book.

4. What do you receive?

This describes how much you can be paid, how you go about getting it, and what you can do if your claim is not accepted.

5. What the National Employment Service does.

This explains how the Employment Service can help you to find a job if you are unemployed or assist you to obtain a better job.

WHAT IS UNEMPLOYMENT INSURANCE ?

This Act provides benefit for you when you lose your job through no fault of your own. If you qualify and are able and willing to work but unable to get suitable employment, you receive payments weekly to help take the place of the wages you were receiving.

The National Employment Office in your locality will help you to find another job. That is the most valuable assistance you can get. Nothing can take the place of a suitable job, but unemployment insurance is a real help for the time between losing one job and finding another.

Besides bridging the gap for you, the weekly benefit paid to you helps to keep the whole community employed. You are a consumer. Your benefit payments help you to go on buying groceries and paying the rent. This helps the storekeeper, the manufacturer and the people they employ. Money keeps circulating. This helps to create employment and it shortens the time between jobs—for you and for everyone else.

The questions most frequently asked about unemployment insurance are (1) Am I insurable? (2) How much do I pay? (3) What do I get out of it? In the following pages you will find answers to these questions. **Remember that these answers give condensed information only and not a complete statement of the Act.**

ARE YOU INSURABLE ?

1. Are you insurable?

You are insurable, regardless of your age or how much you earn, if you are employed in Canada under the usual employer-employee relationship and you are paid at so much per hour, per day or by the piece. **You are insurable** if you are so employed on a yearly, monthly, semi-monthly, weekly or commission basis and your yearly earnings do not exceed \$4,800. You are not insurable if you are employed in one of the non-insurable employments listed below.

LIST OF NON-INSURABLE EMPLOYMENTS

- (1) Employment in agriculture, horticulture, forestry, fishing, hunting and trapping.

- (2) Employment in domestic service (except in a business carried on for gain or in a club), in a hospital or charitable organization which the Commission considers is not carried on for gain.
- (3) Employment as a professional nurse for the sick when employed as a private duty nurse; as a teacher in schools, colleges, universities, institutes or in a private capacity.
- (4) Employment as a member of any branch of His Majesty's Naval, Military or Air Forces, or the Royal Canadian Mounted Police.
- (5) Employment as a member of a Dominion, provincial or municipal police force.
- (6) Employment in the public service of Canada, of a province, or by a municipal authority, where the employment is certified to the satisfaction of the Commission to be permanent employment. (This exception does not apply to employment by public utilities.)
- (7) Employment as an agent paid by commission, but only where the employee is mainly dependent for his livelihood on earnings from some other occupation, or where the agent has more than one employer and is dependent on no one employer for his main source of livelihood.
- (8) Employment where earnings exceed \$4,800 a year, unless the rate is by the hour, day, or at a piece rate, in which case the employment is insured regardless of the total remuneration.
NOTE: If you are not insured because of this provision but have paid 180 daily contributions in the past two years you may elect to remain insured.
- (9) Employment of a casual nature otherwise than for the purpose of the employer's trade or business (e.g., a man employed by a grocer to paint the grocer's home for not more than 6 days in a period of 30 days).
- (10) Certain classes of subsidiary employment specified in Special Orders of the Commission. Consult the Commission's local office if you think you are working in subsidiary employment.
- (11) Employment by your husband or wife.
- (12) Employment for which no wages or other money payment is made, where you are the child of or are maintained by your employer.
- (13) Employment in which you are employed and paid for playing any game.
- (14) Employment by a corporation of which you own more than half the voting stock or where you are employed as an officer and hold more shares than the minimum needed to qualify as a director.
- (15) Employment as an insurance agent paid by commission.
- (16) Employment as a real-estate salesman paid by commission.
- (17) Employment as a trucker where you own and use your truck in your employment.

2. Is unemployment insurance compulsory?

Yes. The reason for this is to spread the cost

among as many workers as possible. In that way, contributions can be low and still support reasonably high benefit rates.

3. If you work part-time, are you insurable?

Yes, unless you hold a certificate of exemption or unless your employment is one of those which the Commission has excepted by a special order. (See Item 10 in the "List of Non-insurable Employments" under question 1.)

4. When are you entitled to exemption?

You can obtain a certificate of exemption if you take a job in insurable employment for only an hour or two a day and do not ordinarily work elsewhere as an employee; for instance if you are a housewife or have a business of your own. You can also be exempted if you usually do not work in insurable employment and are taking a job in a seasonal industry such as a summer hotel which operates not over 20 weeks a year.

5. How do you become insured?

When you enter insurable employment for the first time you must be registered with the Commission and must obtain an insurance book from the local office of the Commission. You will receive an identification card certifying that you have been registered and showing the insurance number **allotted to you for life. This card is valuable. Keep it.** Your insurance number should be quoted in any communication to the Commission.

6. Who keeps your insurance book?

Your employer keeps it while you are working for him because it is his responsibility to record your contributions each pay period. **Hand your insurance book to your employer when you begin working for him.** If the book is not available, tell your employer your insurance number. If you are not working, leave your book at the nearest local office of the Commission.

WHAT DO YOU PAY?

7. What contributions are made and how much do you pay?

The following table shows the weekly contributions made by you and your employer. Your own contribution is deducted from your wages.

TABLE OF WEEKLY CONTRIBUTIONS

Earnings in a Week	Weekly rate of Contributions		Value of Stamp
	Employee	Employer	
	\$	\$	\$
Up to \$8.99.....	0.18	0.18	0.36
\$9.00 to \$14.99.....	0.24	0.24	0.48
\$15.00 to \$20.99.....	0.30	0.30	0.60
\$21.00 to \$26.99.....	0.36	0.36	0.72
\$27.00 to \$33.99.....	0.42	0.42	0.84
\$34.00 to \$47.99.....	0.48	0.48	0.96
\$48.00 and over.....	0.54	0.54	1.08

The daily rate of contribution is one-sixth the weekly rate.

8. How are contributions paid and recorded?

Your employer buys unemployment insurance stamps or meter credits through the post office, so as to record in your insurance book the combined contributions made by him as employer and by you as employee. Some employers with large pay-rolls have permission to record the contributions on a special certificate.

9. How are you to know what contributions are being recorded in your insurance book?

You have the right to **examine** your book at a time convenient to your employer, but not more frequently than twice a month. **On leaving a job make sure you get your book** and look at it to see that it is properly stamped up to the day you left. If you find that your employer has not put stamps in your book as required, file a complaint with the local office or have your union do so.

10. Where do the contributions go?

Your own contributions and those made by your employer are placed in the Unemployment Insurance Fund. The Dominion Government adds to this Fund one-fifth of the total amount contributed by employers and employees, **and in addition pays the cost of administration of unemployment insurance and the operation of the Employment**

Service. The Fund may be used only for the payment of benefit.

- 11. On withdrawal permanently from insurable employment, can you get a refund of the contributions you have paid?**

No. In this respect unemployment insurance is like fire insurance. You pay premiums for protection against fire. If your house does not burn down, you have had the protection and you get no refund of your premiums. In the same way if a man retires from work, or a woman marries and leaves her employment, no refund of unemployment insurance contributions is made. The contributions stay in the Fund and are used to pay the benefit claims of those who suffer unemployment.

- 12. What should you do if you lose your insurance book?**

Write or visit the nearest local office of the Commission giving full particulars of the loss and including your insurance number. A new book will be issued under your original insurance number as shown on your identification card. If you do not know this number, it may be necessary to give you another number, and that means you may lose credit for some of the contributions which you have made. **Protect your benefit rights by looking after your insurance book.**

- 13. What should you do if you have two insurance books for the same year?**

Take them to the nearest local office. Ask that one book be cancelled and the contributions transferred to the other book. It is important that all the contributions made for you should be in one book and under **one number.**

WHAT DO YOU RECEIVE ?

(Benefit claims—how much you can be paid, how to go about getting benefit and what you can do about appealing if payment of benefit is refused. Questions 14 to 44 refer to unemployment insurance benefit. Supplementary benefit is paid to certain classes of persons who lack the contributions necessary to entitle them to receive unemployment insurance benefit. See questions 45 to 51 regarding supplementary benefit.)

UNEMPLOYMENT INSURANCE BENEFIT

14. What must you do if you are laid off or lose your job?

Go to the nearest local office of the Commission **immediately** and register for a job. If you wish to file a claim for benefit, obtain your insurance book from your last employer, see that it is stamped up to the day you left and deposit it with the local office. Complete an application for benefit, carry out any directions given and supply any further information requested. **Don't delay in filing your claim even if you cannot obtain your book right away.** The claim takes effect only from the day you file it. If you live so far from the nearest local office that the cost of return transportation is more than \$2 you will be allowed to make a claim by mail. Write to the local office and state that you wish to make a claim for benefit. The claim will then usually have effect as from the date on which you posted your letter.

15. After you apply for benefit, what happens if the Employment Service finds a job for you?

If the job is suitable, you will be expected to take it. Refusal or failure to apply for suitable employment usually results in your being disqualified for benefit for a period up to six weeks. You are expected to look for work yourself while on claim.

16. How do you qualify for benefit?

Having made a claim for benefit you must prove that you have been unemployed on the days for which you are claiming benefit, that you are capable of and available for work and that you cannot obtain suitable employment. For example, benefit is not payable during periods of illness or when you are forced to stay at home for domestic reasons. The following conditions also apply:—

- (1) You must have at least 180 daily contributions in the period of two years immediately preceding the day on which you make your claim, and

(2) you must have **either** at least 60 contributions during the 52 weeks immediately preceding the day on which you make your claim or during the period since the commencement of the immediately preceding benefit year, if any, whichever period is less; **or** at least 45 contributions during the 26 weeks immediately preceding the day on which you make your claim or during the period since the commencement of the immediately preceding benefit year, if any, whichever period is less. For definition of "benefit year" see question 18.

(3) You must make a claim as explained under question 14. If you do not ask, you cannot hope to receive, so do not expect a benefit cheque to come to you automatically when you lose your job.

17. If you have less than the necessary number of contributions during the qualifying periods specified in question 16, may these periods be extended?

If you have been in non-insurable employment during all or any portion of the qualifying periods you should so advise the local office as you may be entitled to an extension of the qualifying periods. Extensions of these periods may also be granted for other reasons, such as being in business on your own account or being totally incapable of work because of sickness or injury.

18. How do you qualify if you become unemployed again?

When you file your first claim you begin a "benefit year" if you have sufficient contributions. A benefit year runs for 12 months from the date of your claim, or until you exhaust all your benefit if you do this in less than 12 months. If you file a claim or claims during a further period of unemployment while your benefit year is still in force, no further conditions regarding contributions have to be fulfilled. If you have exhausted your benefit or if your benefit year has expired you must again show that you have the contributions specified in the answer to question 16 before a new benefit year can be established.

19. Why must you have paid these contributions in the periods specified?

This is to show that you normally work in insurable employment and that you have been doing so quite recently. It would be unfair to other insured workers to deplete the fund by paying benefit to persons who had only a casual connection with insurable employment or who had not had any connection with it in recent years.

20. What happens if you quit your job or are dismissed?

If you leave your job voluntarily without just cause or if you lose your employment because of your own misconduct, you can be disqualified for a period up to six weeks, beginning from the day after you left the job. You will receive benefit after the period of disqualification if you are then unemployed, provided you continue to report **regularly** to the local office and prove that you are entitled to receive benefit.

21. Can you get benefit if you are unemployed because of a strike or lockout?

No, unless you prove that neither you nor any of your grade or class of workers employed at the premises prior to the stoppage of work are participating in, financing, or directly interested in the dispute which caused the work stoppage.

22. After you have fulfilled all the conditions how long do you have to wait before benefit days begin?

Benefit is not payable for the first day in any period of unemployment, and at the beginning of each benefit year there is a period of eight waiting days before benefit becomes payable. The first day in any period of unemployment may not count as a waiting day.

23. What if you are still receiving wages from your employer?

You are considered to be still employed and therefore do not receive benefit for this period.

nor are you credited with waiting days during this period.

24. Do you receive benefit for every day you do not work?

No. You will not receive benefit for the first day in any period of unemployment unless that day follows a period of employment of three consecutive days or less, nor will you receive benefit for the eight waiting days in any benefit year, or for days when you are sick, not available or otherwise disqualified. See also the answer to question 22.

25. What happens if you have a spare-time job?

If you have a job that you can carry on in addition to your usual employment and outside your ordinary working hours **and** if you do not earn more than two dollars a day for this job, you will still be considered to be unemployed.

26. Can you be considered unemployed if you work an hour or so during your usual working hours?

Not unless the work is of the type referred to in question 25. But report to your local office **all** work performed by you during the period for which you are claiming benefit so that a decision can be reached as to whether or not you are considered to be unemployed.

27. If you have a pension or some similar private income, are you disqualified for benefit?

No. Income from a pension is not wages and does not disqualify you for benefit when you are unemployed.

28. Are Workmen's Compensation payments treated as wages?

No. These payments are more like payments under an insurance policy. However, a person receiving such payments may not be capable of work and may not be entitled to unemployment insurance benefit for the time being.

29. Do you get benefit for a holiday?

You are not entitled to benefit for a recognized holiday for your grade, class, or shift at the premises at which you **are** employed. But an insured person who is unemployed is ordinarily entitled to receive benefit for a day which is a statutory holiday.

30. Can you get benefit during a seasonal lay-off?

Yes, except in special cases. One is where the lay-off is because of a recognized plant vacation. Another is where an industry is highly seasonal and special regulations have been applied to the payment of benefit in the off-season. For example lumbering and logging in all provinces except British Columbia, stevedoring and occupations in transportation on inland waters have off-seasons during which no work is ordinarily done, and have been declared subject to special seasonal regulations. But an insured person who has not enough contributions to qualify for the receipt of UNEMPLOYMENT INSURANCE BENEFIT may be able to qualify for SUPPLEMENTARY BENEFIT. (See questions 45 to 51.)

31. How much is your benefit?

The amount of your benefit is based on the average rate of the last 180 daily contributions you made in the two years immediately preceding your claim. If you have no dependent, the daily rate of benefit is 34 times the average daily rate of your contribution (**your share only**—not your employer's). If you have a dependent (as defined in the Act), the daily benefit rate is 45 times the average contribution, minus 10 cents. But in computing the daily rate of contribution, one cent will be deducted from the daily rate when calculating the amount of benefit payable. One cent a day is set aside toward the cost of payment of supplementary benefit. The nine-cent rate is considered to have been made at the rate of seven cents until June 30, 1951, and after that at the rate of eight cents per day. The rates of unemployment insurance benefit are shown in the following table.

Employee's Average Daily Contribution Less One Cent	Weekly Rate of Benefit	
	Person without a Dependent	Person with a Dependent
Cents	\$	\$
2	4.20	4.80
3	6.00	7.50
4	8.10	10.20
5	10.20	12.90
6	12.30	15.60
7	14.40	18.30
8	16.20	21.00

The daily rate of benefit is one-sixth of the weekly rate.

32. How long is benefit paid to you?

In your first benefit year you may receive one day's benefit for every five daily contributions made during the past five years. In a second or subsequent benefit year your total benefit days are reckoned the same way (one day's benefit for every five daily contributions in the last five years) but the total is reduced by one-third of the number of days for which you received benefit in the past three years. In any case benefit is not paid for the nine days mentioned in question 22.

33. If work gets slack and you are working only a day or two each week, can you draw insurance benefit?

Yes, by filing a claim in the usual way for your days of unemployment.

34. Who decides whether or not you are entitled to benefit?

Your claim for benefit is decided by an insurance officer, and may or may not be allowed by him, depending upon the circumstances. If you are not satisfied with his decision, you may appeal from the decision to a court of referees within 21 days of the date you receive the decision.

35. What is a court of referees?

A court of referees consists of one or more members representing insured persons with an equal

number of members representing employers, and a chairman appointed by the Government. None of these persons is an employee of the Unemployment Insurance Commission.

36. Must you abide by the decision of the court of referees?

Generally, yes, but in certain cases, if you are still dissatisfied, you have the right to appeal to the Umpire, who is a Judge of a Superior Court appointed by the Government to hear appeals on unemployment insurance questions. The decision of the Umpire is final.

37. May you go away from home while receiving benefit?

Yes, you may leave for short periods **if you have the permission of the local office** where you are claiming benefit and can be readily reached if a job becomes available. Always be sure to keep this local office informed of any change in your address or telephone number, otherwise you may lose benefit.

38. If you move from one district to another, what do you have to do?

If you are moving from one job to another take your insurance book with you and give it to your new employer. If you are unemployed and claiming benefit and are moving to a new area in the hope of finding a job, before you go you must tell the local office at which you are claiming benefit what you intend to do. Then, as soon as you arrive at your destination, you must report to the local office there and give the officials all the information needed to have your claim transferred to that office.

39. What happens to your right to benefit in the future if you take a job which is not insurable?

See the answer to question 17.

40. What should you do if you give up your job and are not going back to insurable employment right away?

Bring or send your insurance book to the nearest local office of the Commission for safekeeping,

and ask for a receipt. Keep a record of your insurance number, so that when you return to insurable employment your contributions can be continued under your own number. Do not get another number as by doing so you may lose credit for contributions already made.

41. If you served in the armed forces, what happens about contributions for this period?

If you complete 15 weeks (90 days) in insurable employment within any period of 12 months after discharge and before October 1, 1952, your period of service while in receipt of pay in the armed forces between July 1, 1941 and September 30, 1947 will count as a period of insurable employment. All contributions for this period, including your own, will be paid for you by the Government.

42. If you were insured in the United States under their social security laws before coming to Canada, can you obtain any benefit in Canada?

Consult your local office to see whether you can claim benefit under the law of the state in which you were insured. Arrangements have been made between Canada and most of the states whereby benefit can be paid to a person who proves unemployment in Canada.

43. What happens if you have been insured in Canada and later go to the United States to work and are unemployed there?

Apply at a local office of the United States Employment Service. If it is a local office in a state which has an agreement with Canada you may apply there for benefit based on contributions which you made in Canada. But if you live in a border town or city you should make your claim in the nearest Canadian office of the National Employment Service. A Canadian who is only visiting the U.S.A. is prohibited by the U.S. immigration laws from accepting work in the U.S. and is not considered to be available for work and so cannot draw benefit.

44. **Has Canada a similar agreement with Britain or any other country?**

No. If problems of distance and the different currencies can be solved such an agreement might be made in the future.

SUPPLEMENTARY BENEFIT

45. **What is supplementary benefit?**

Supplementary benefit is benefit paid during the months of January, February and March only, in each year, to certain classes of persons who lack the number of contributions needed to establish a benefit year but are otherwise eligible to receive unemployment insurance benefit.

46. **To what classes of persons may supplementary benefit be paid?**

Class 1—A person whose benefit year has ended since the 31st day of March immediately preceding the day on which he makes a claim for supplementary benefit.

Class 2—A person for whom a benefit year was not established because of lack of contributions, if he has contributions for at least 90 days after the 31st of March immediately preceding the day on which he makes a claim for supplementary benefit.

Class 3—A person who was employed for at least 90 days during any period of 12 consecutive months falling within the 18 months immediately preceding the day on which he makes a claim for supplementary benefit, in lumbering and logging in any part of Canada except British Columbia until March 31, 1951, or in that employment and any other insurable employment.

Class 4—A person who was employed, for at least 90 days after the 31st day of March immediately preceding the day on which he makes a claim for supplementary benefit, in any employment that was made insurable during the 12 months immediately preceding the day on which he makes a claim for benefit, or in that employment and other insurable employment.

47. What conditions must be fulfilled by claimants who receive supplementary benefit?

Claimants must belong to one of the four classes described in question 46 and they must fulfill all the conditions for entitlement to unemployment insurance benefit except the one relating to contributions (see question 16). They are also subject to the provisions of the Unemployment Insurance Act, such as disqualification for refusing or failing to apply for suitable employment.

48. What are the rates of supplementary benefit?

The rates of supplementary benefit are set at approximately 80 per cent of the rates of unemployment insurance benefit. The method of determining the exact rate of unemployment insurance benefit is described in question 31. The following table shows what amounts of supplementary benefit are paid weekly.

Employee's Average Daily Contribution Less One Cent	Weekly Rate of Supplementary Benefit	
	Person without a Dependent	Person with a Dependent
Cents	\$	\$
2	3.30	3.90
3	4.80	6.00
4	6.60	8.10
5	8.10	10.20
6	9.90	12.60
7	11.40	14.70
8	12.90	16.80

The daily rate of supplementary benefit is one-sixth of the weekly rate.

49. For what length of time will supplementary benefit be paid?

Supplementary benefit will be paid during the months of January, February and March only to a person in

Class 1—For the same number of days to which he was entitled to receive benefit during his last benefit year but not for a greater number of days than the working days in these three months;

Class 2—For one-fifth of the number of days for which contributions have been paid after the immediately preceding 31st day of March;

Class 3—For one-fifth of the number of days during which he was employed in lumbering and logging and in any insurable employment during the specified period of 12 months. (See question 46 as to how the 12-month period is calculated.) **No supplementary benefit will be paid to a person in Class 3 after March 31, 1951.**

Class 4—For one-fifth of the number of days after the immediately preceding 31st day of March, during which he was employed in employment that was made insurable and in other insurable employment.

50. **Will the fact that you have received supplementary benefit reduce the number of days for which you may become entitled to receive unemployment insurance benefit in the future?**

No.

51. **When can you make a claim for supplementary benefit?**

A claim for supplementary benefit may be made at any time during the months of December, January, February and March. **Days of unemployment during December may count against the eight waiting days which must elapse before supplementary benefit may be received.** (See question 22.)

WHAT THE EMPLOYMENT SERVICE DOES

(Finding a job for you)

52. **Is the Employment Service available to all workers?**

Yes. It makes no difference whether you are employed in insurable or non-insurable employment.

53. **Can you use its facilities if you are still employed?**

Yes. The Employment Service is available to you whether or not you are unemployed. If you are looking for a different kind of work, or want

further training in your present line of work, your local office will tell you what openings or facilities are available.

54. What kind of workers can use the Employment Service?

The Employment Service tries to help every class of worker, male and female, including skilled, unskilled and handicapped persons, juveniles, professional men and veterans.

55. Where may you obtain additional information?

At the nearest local office of the Commission.

WARNING

You should remember that any false statements or misrepresentations render you liable to a prosecution under the Criminal Code and that upon conviction you are liable to a fine or to a gaol term or to both. In addition to, or instead of, such prosecution you are also liable to be disqualified for benefit for a period not exceeding 36 compensable days; and a compensable day, in this respect, is a day for which you would be entitled to benefit but for this disqualification. You must, therefore, disclose at all times all the facts of your claim to the officers of the Commission so as to avoid any embarrassment and to enable them to give a proper decision in your case.

Ken	8	—	5
Waring	8	—	
Carnet	8	—	5
Dunc	5	—	5
Mat	5	—	5
Russell	2½		
Stua	8	—	5 — 2½